



## Human Resources

DATE POSTED: November 04, 2005

REQ. # 05-273

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **11-04-2005** TO **11-10-2005**,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>CULTURAL AFFAIRS</b>

POSITION AVAILABLE
<b>MUSEUM CURATOR - POST OFFICE MUSEUM</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$36,720.74 / year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 665**

**PAY GRADE: 19**

**SALARY: \$36,720.74 - \$57,844.80**

**MUSEUM CURATOR - CULTURAL AND HUMANITIES MUSEUM (AKA POST OFFICE MUSEUM)**

**MAJOR FUNCTION:** Responsible for overall planning, direction, supervision, and coordination of operations and activities of the St. Lucie County Cultural and Humanities Museum (aka Post Office Museum) in accordance with general professional museum standards. Responsible for financial planning, administration of operations, staffing and evaluation of operations, programs and resources. Reports directly to the Cultural Affairs Director.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Knowledge of professional museum standards and terminology, principles, techniques and programs. Knowledge of preservation, restoration and conservation of artifacts. Knowledge of governmental financial reporting including grants accountability. . Knowledge of the principles, techniques of effective written and verbal communication.

**Abilities:** Ability to conduct historical research and direct research activities. Ability to evaluate and analyze material in relation to the construction and fabrication of exhibits. Ability to organize, develop and administer complex and detailed exhibits and related programs. Ability to work with Museum Advisory Board to develop museum programs and exhibits to meet specific community needs. Ability to communicate verbally and in writing. Ability to use personal computer and software. Ability to supervise others. Ability to determine priorities, assign work and insure proper completion of work assignments in a timely manner. Ability to establish and maintain an effective working relationship with employees and the public.

**ESSENTIAL JOB FUNCTION:** Coordinates and supervises all aspects of day to day operations and facility usage (exhibits, programs, events, rentals) including security, staffing/scheduling, admission desk, holiday hours and scheduling, for all programs and events. Plans, facilitates and supervises activities regarding the acquisition, exhibition, preservation, research and public service goals and objectives of the Museum including programs, events and classes. Responsible for the development of plans, budgets, and reports for review and comment by the Museum Advisory Board and or other committees and implementation of approved plans and budgets. Evaluates long range plans, financial data and reports in relation to the goals and objectives of the Museum operation. Responsible for recommending the hiring of employees and for their orientation, training, work assignments, motivation, and evaluation. Supervises operation of the Museum Gift Shop. Drafts procedural policies for the museum regarding documentation, acquisitions and preservation of artifact collections. Implements appropriate professional museum operation standards for records, forms, procedures and practices relation to collections. Responsible for the creation and implementation of marketing plan for exhibits, traveling programs, fundraising and all educational programs. Makes speeches to professional, educational, civic and other interested groups to promote interest and involvement in the museum. Maintains contact/relations with other County and City departments and agencies to facilitate operations. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Occasional walking and frequent standing. Ability to lift and/or carry up to thirty (30) pounds on a regular basis.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the Museum in office and storage areas. Exposure to dust.

**WORK HAZARDS:** Possible visual dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Museum Studies, Fine Arts, Humanities or one of the Social Sciences, or related field. Graduate degree preferred.

**EXPERIENCE:** Three (3) years experience in museum work at an administrative or programming level or an equivalent combination of training and experience may be substituted.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Must have a valid Florida Driver's License and maintain a good driving record.

Union	Non-Union ✓	✓ Exempt	Non-Exempt
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Created 10/2005